



No. CWC/IV-CRC/e-APAR/2022-23/

Dated: 29-03-2022

CIRCULAR

Sub: Completion of e-APAR (F.Y. 2021-22) and fixation of KPAs...reg.

Reference is invited to this office circular dated 31-03-2021, wherein, it was impressed upon to adhere to the mentioned provision and ensure that the e-Annual Performance Appraisal Reports (e-APARs) are completed at the end of current financial year. The delay in submitting the Self-Appraisal / Reporting / Reviewing / Countersigning or Completion of e-APARs, adversely affects the process of Confirmation/Up-Gradation / Promotion / Pay fixation / PRP etc.

The window for Appraisal process of e-APARs for the financial year 2021-22 & KPAs fixation in respect of of all Group A & B officers, will be opened w.e.f. 01.04.2022.

As per the process promulgated for writing of e-APARs as per the provisions of the Performance Management System (PMS) introduced in the Corporation, activities are required to be completed as per the following schedule:

Authority concerned	Time Schedule for Opening of Window	
	Completion of APAR for year 2021-22	Fixation of KPAs for the year 2022-23
For Appraisee	1 st April – 30 th April	1 st April – 20 th April
Approval by Appraiser	1 st April – 10 th May	1 st April – 30 th April
Reviewer	1 st April – 20 th May	-
Accepting Authority	1 st April – 31 st May	-

The Final Assessment / Year-end Review of e-APARs for the financial year 2021-22 and KPAs Fixation for the next financial year i.e. 2022-23, **after having mutual discussion between the Appraisee and the Appraiser** in respect of Group A & B officials, is to be completed in strict adherence to the schedule promulgated vide CO, New Delhi letter No. 981D dated 18-10-2017.

Note* - In case of difference of opinion between Appraiser & Appraisee for Goal/KPA fixation, the Appraiser, if necessary, may return the KPAs to the concerned Appraisee on or before 20th April, so that the Appraisee may resubmit his/her KPAs for approval in time.

All Nodal Officers / Reporting Officers are requested to ensure timely completion of activities for smooth execution of appraisal process. Non-completion of e-APAR related activities in time may be reflected in APAR of the reporting officer and can be graded accordingly.

In case there is delay in submission of self-appraisal by the officer to be reported upon, the Reporting Officer shall submit the APAR without self-appraisal and making a suitable note. In such cases, Reporting Officer will be having the right to do the goal setting, Mid-Year Review and Final Year evaluation of the employee. The HRMS window will be opened separately for the Appraiser in such cases, after closing of prescribed timeline.

The Appraiser has to assess (Mid-Year/Year End Review) working of the employee who has worked under him/her for at least 3 months. In case, the Appraiser / Reviewer / Countersigning Authority is not available / retired / transferred etc., the Mid / Final Year Review will be completed by the existing Appraiser / Reviewer / Countersigning Authority. Necessary document or secret note has to be uploaded by the reporting officer, in case integrity of the Appraisee is marked doubtful.

The Reporting Officer has to ensure that the objective of e-APAR is to present the truest possible picture of the appraisee with regard to his performance, conduct, behavior and potential. It is not meant to be a fault-finding process but a developmental one.

All individual (Employees) and Nodal Officers (for e-APAR) are advised to ensure that all e-APARs are generated, assessed and completed as per the prescribed time frame. Any e-APAR for the period (01-04-21 to 31-03-22) if not generated and approved on or before 31st March, 2022, the window will not be opened again for final assessment and the period will be treated as “non-APAR”.

**(Debapati Saha Chowdhury)
Asst. General Manager (Pers.)**

Distribution to:

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3. All RMs, CWC, Regional Offices.
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